Chapter 11

Other Tools in the Modern DCPDS

Chapter Overview

Introduction

This chapter guides you through the processes of using additional tools that will enhance your capability to use the modern DCPDS.

Chapter Contents

See Also

Module 1, Fundamentals of the Modern DCPDS
Chapter 8, Reports

Module 2, Position Management and Classification in the Modern DCPDS

Module 3, Processing Requests for Personnel Action Using the Modern DCPDS

Using Application Data Export (ADE) Tool

Purpose

Oracle's **Application Data Export (ADE)** is an associated application which links the modern DCPDS to desktop tools such as word processors, spreadsheets, and data query tools, in order to manipulate the data that you have exported.

- It will enable you to launch a **Hierarchy Diagrammer** to graphically display an organization or position hierarchy. However, you cannot build a position hierarchy using ADE.
- ADE can be accessed from anywhere in the modern DCPDS except special applications such as COREDOC and Resumix®.
- It introduces the three modes in which ADE can be used. These are stand-alone mode, application mode, and request mode.

Section Contents

- Accessing the **Position Hierarchy** Window
- Accessing the **HR Position Diagrammer**
- Using ADE to make changes to the position hierarchy.

Before You Begin

- When using ADE, it is helpful to know the name of the position hierarchy you want to work with (usually a UIC or PAS code), and the position number of the top position in that hierarchy.
- Once displayed, you can use the **Position Hierarchy Editor** to graphically make various changes to your hierarchy:
  - Add positions by dragging them from the right pane to the left.
  - Remove positions by dragging them from the left to the right.
  - Change relative standing of positions in the hierarchy by moving the positions around, etc.
  - Query your application database.
  - Export data from your application to ADE.
  - Preview exported data using the ADE built-in spreadsheet.
  - Manipulate and modify applications data.
  - Generate standard letters.
  - Launch other applications such as:
    - A word processor or spreadsheet application.
    - An Oracle reporting tool.
    - Other programs defined on your system.
- ADE can only be used if there are less than 12,000 records in your database.

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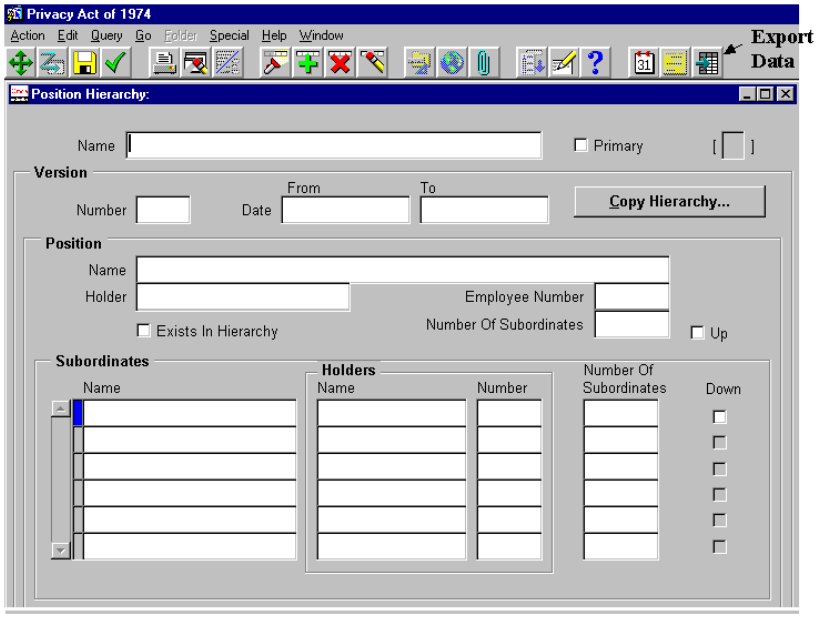
Using Application Data Export (ADE) Tool, Continued

Accessing ADE

Step	Action
1	From the **Navigation List** → *Work Structures* → *Position* → *Hierarchy* → <**Open**>. The **Position Hierarchy** Window displays. 

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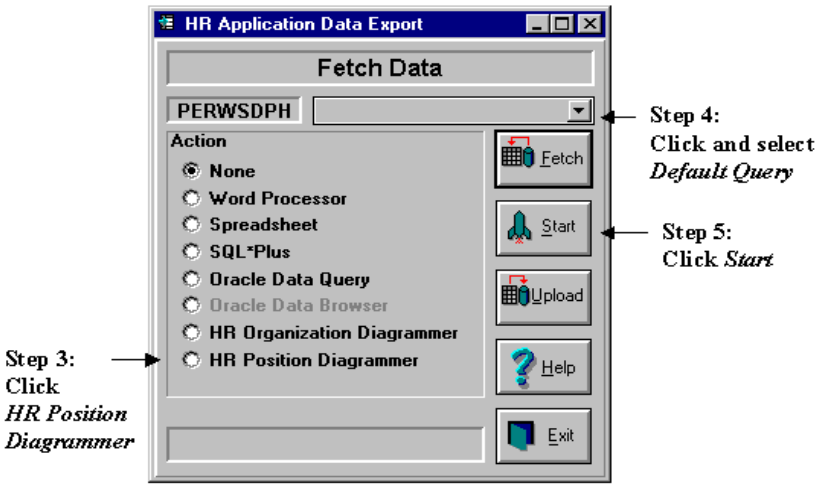
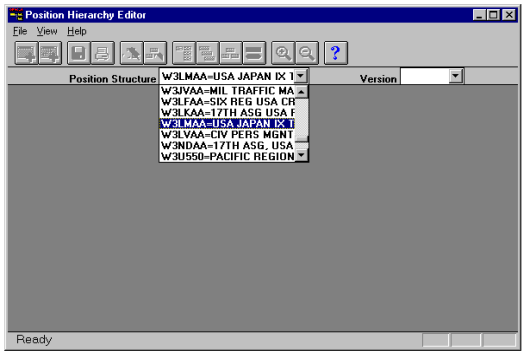
Using Application Data Export (ADE) Tool, Continued

Accessing ADE (continued)

Step	Action
2	Click the **Export Data** Button on the Toolbar. The **HR Application Data Export** Window displays: 
3	Click the **HR Position Diagrammer** Button.
4	Click the unnamed drop down menu located just beneath the "Fetch Data" Title and select **Default Query**.
5	Click the **Start** Button. The **Position Hierarchy Editor** Window displays. 

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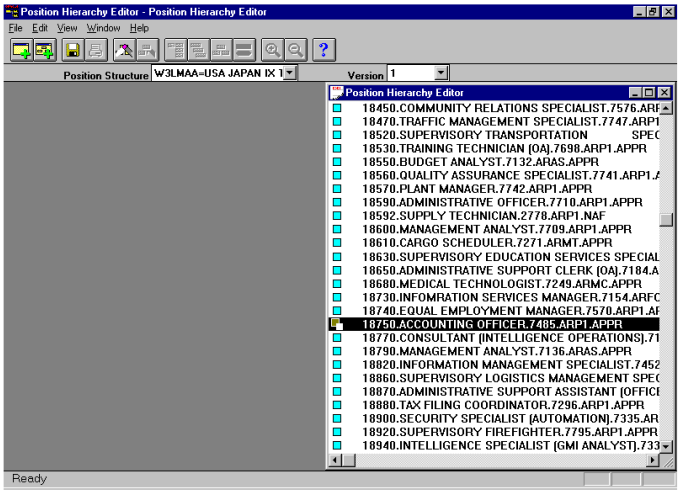
Using Application Data Export (ADE) Tool, Continued

Viewing the Position Hierarchy

Step	Action
1	Click the ***Position Structure*** drop down menu (shown above). Click the name of the hierarchy you want to display (you can quickly reduce the list by typing the first character of the hierarchy you are seeking).
2	Click the ***Version*** drop down menu, click "1" (default). The **Position Hierarchy Editor** Window displays.   **Note**: This window is comprised of two areas: • The right-hand area (which displays first) is a listing of all the positions in the database. • The left-hand area will display the diagram of the hierarchy you select.

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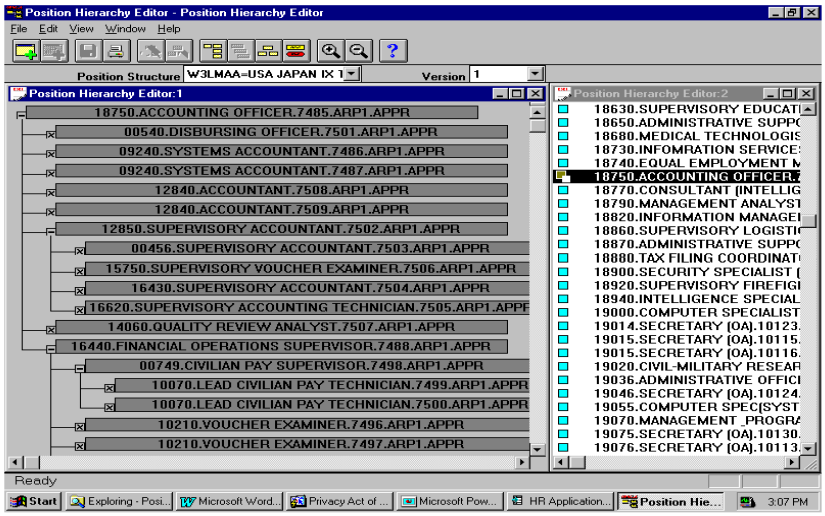
Using Application Data Export (ADE) Tool, Continued

Viewing the Position Hierarchy (continued)

Step	Action
3	Scroll through the position list on the right hand side to locate the top position in the hierarchy that you are working with. Although there is no "find" function available, this list scrolls very quickly. **Note:** The top position is identified by a bright **blue square** with a **black square** attached to it. • Subordinate positions appear as **single black squares.** • Mid-level positions (with subordinates and superiors) appear as **blue squares with black squares** on both sides. ♦**Example:** Once you find the top position in your hierarchy, click and "drag" it to the left area of the **Position Hierarchy Editor** Window. This will create the diagram of the hierarchy as displayed below. 

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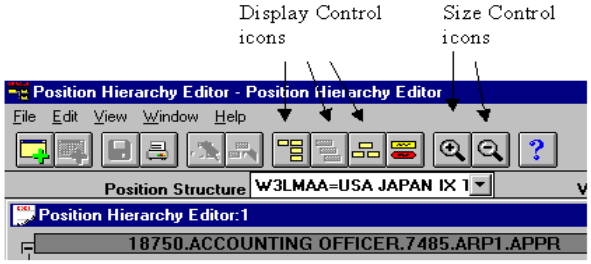
Using Application Data Export (ADE) Tool, Continued

Viewing the Position Hierarchy (continued)

Step	Action
4	There are different buttons on the Toolbar that can be used to vary the display of the information in the **Position Hierarchy Editor** Window. The center of the three **Display Control** Buttons is "active." You can also maximize or re-size the window as desired with the **Size Control** Buttons. 

Using the Diagrammer to Change the Hierarchy

Action	Procedure
Add a position to the hierarchy	Highlight the position on the right side of the **Position Hierarchy Editor** Window, click and "drag" it to the appropriate place on the left side of the **Position Hierarchy Editor** Window.
Link a position to a hierarchy	• Drag the position hierarchy (the top position and its subordinates - those with a bright blue square with a black square attached to it) from the right to the left. • Locate the position you want to add in the right pane and drag it to the appropriate place in the left pane.

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Using Application Data Export (ADE) Tool, Continued

Using the Diagrammer to Change the Hierarchy (continued)

Action	Procedure
Remove a position from the hierarchy 	Click the position to be removed on the left side of the **Position Hierarchy Editor** Window and "drag" it to the right side of the **Position Hierarchy** Editor Window. **Note:** When you remove or detach positions from the hierarchy, you are only severing the "tie" to the hierarchy. You are **NOT** deleting the position. It remains in the database.
Save the revised hierarchy	Click the **Save** button on the Toolbar.
Exiting the **Position Hierarchy Editor** Window	Exit by clicking **Action** and **Close Window** on the Main Menu Bar to close the **Position Hierarchy Editor** Window.

Using GhostView

Purpose

To guide you through the procedure to use GhostView to view reports. We will use the Notification of Personnel Action (NPA) as the example.

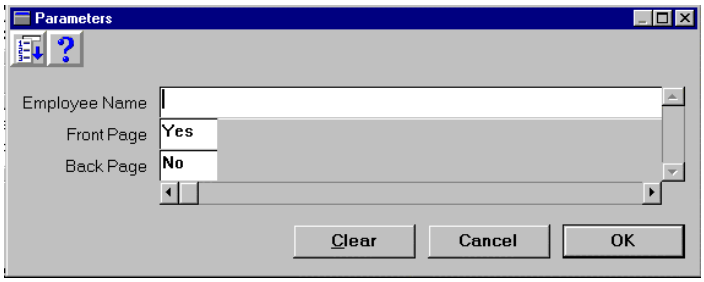
What Is It?

It is a behind the scenes software application that allows you to view your reports/documents that you normally create and view based on your role and responsibility.

Who Can Access

You must be in a role that allows you to print an RPA/NPA or an OTA role to print a DD Form 1556.

Using GhostView

Step	Action
1	On the **Navigation List** → *Processes and Reports* → *Submit Processes and Reports* → **<Open>**.
2	The **Submit Request** Window displays. With your cursor in the *Name* data field, click the LOV and select *Notification of Personnel Action*.
3	The ***Parameters*** Window displays. Click the LOV to select the *Employee Name* or use the shortcut query method. The next two data fields, *Front Page* and *Back Page*, automatically populate. Click **<OK>**. 

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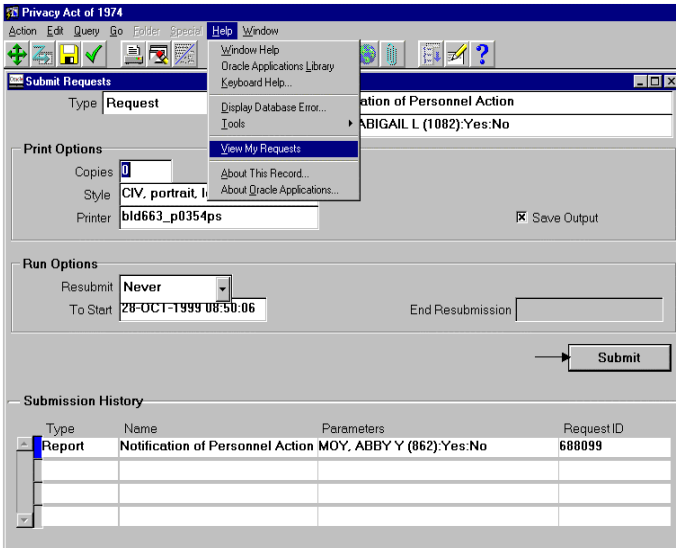
Using GhostView, Continued

Using GhostView (continued)

Step	Action
4	In the **Print Options Region** of the **Submit Request** Window, click in the ***Copies*** data field and override with "0." It is not necessary to change the other two data fields. Click <**Submit**>. Your Report displays in the **Submission History** Region. Click **Help** on the Main Menu Bar and click **View My Request**. **Example:** 

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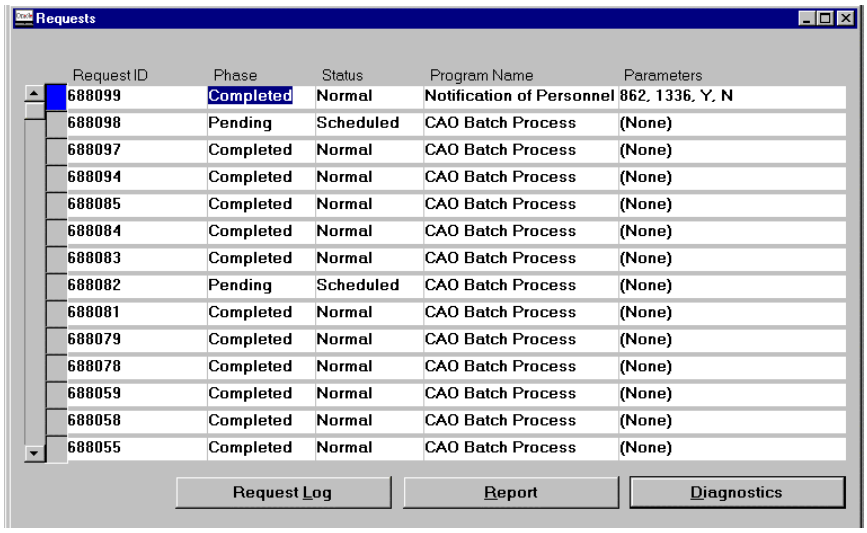
Using GhostView, Continued

Using GhostView (continued)

Step	Action
5	The **Requests** Window displays and shows the *Phase* and *Status* of your Requests. With the *Current Record Indicator* on the Report you need, click <**Report**>. 
6	**GhostView** Window displays the Notification of Personnel Action for your review on your monitor screen.

Corporate Management Information System (CMIS)

Definition

CMIS is a central depository of all actions that occurs DoD wide. It is an Oracle HR application and has the same look and feel as the applications found at base level. It has view-only capability.

System Access

Access to the system, at all levels within DoD, will be based on an individual's official need for information. Each Component has responsibility for granting access privileges.

How It Works

Regional servers link the regional databases to the DoD Corporate Management Information System (CMIS), where information on all DoD employees is maintained.

CMIS provides Component Headquarters access to Component information and the Department access to DoD-wide human resources information.

CMIS is used to record personnel actions and not to process them. Although Oracle HR can generate reports primarily for use by personnelists, it has limited ad hoc capabilities. Access to this database will be through an Oracle compatible query tool. Code is written into an End User Layer (EUL) that hides the complexities of a large relational database and gives you an easy-to-use tool. The data are broken down into expandable folders. Once you become familiar with the contents of the folders, generating a query becomes easy as you are guided by a Wizard that walks you through each required step.

Using End User Layer to Access Data

Purpose

This section explains how the End User Layer (EUL) is used to access data from modern DCPDS. EUL is a predefined set of views of the database composed of folders with related data elements. It is used to access the database using query tools such as Cognos, Business Objects, or a Discoverer tool application. It is attached to the:

- Regional Service Center (RSC) database.
- Customer Support Unit (CSU) characteristics:
  - Designed for fast reporting.
  - Use as a reporting tool.
  - Is updated nightly from the RSC database.
- Transaction updates are done on the RSC database, not the CSU database.

How It Works

- The EUL provides an easy-to-use, ad hoc view of the data in the CSU database. Many commercial database inquiry systems exist. The illustration below uses Oracle Discoverer 3.1. Other tools provide the same basic functionality; however, your tool will not perform in exactly the same manner as discussed here.
- Most DoD users are functional specialists or managers and not programmers. The EUL encapsulates data into families of folders. For example, the Employee folder contains data directly related to employees, such as Name, SSAN, DOB, Tenure, and Citizenship. The Civilian Position folder contains data directly related to a position, such as PD Number, Agency Code, CCPO ID, and FLSA Category.
- Once the desired data is selected and moved into a selection window, it can be further refined by setting up conditions using standard relational operators, such as =, >, <, like, and in. Data items and operators are all available through Lists of Values (LOVs). Conditions can be joined with "and or" logic, making it possible to build tightly focussed inquiries. The data are initially displayed in the familiar spread sheet fashion and can be exported to an external file in several different formats. Any inquiry can be saved for future use. This is especially useful when an experienced user develops complex inquiries frequently used by new users or management officials.

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Using End User Layer to Access Data, Continued

How it Works (cont)

- An additional feature for experienced users is the ability to build calculation fields. None of the folders contain years of service, but using the system date and SCD you can build a field called Yrs_of_Svc using the following formula: trunc((system date - SCD)/365.25). This would not be used to calculate retirement eligibility, but it could be used for projections for large organizations. Users who are building basic inquiries are guided by a Wizard through the process and ensures even beginners can obtain useful queries. Sophisticated queries including graphs and cross-tabulated reports are also available.